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RMS

Chief, Management Staff 6 September 1957

Chief Records Management Staff

Weekly Report - Week Ending 4 September 1957

1. Contribution

a. Tangible

(1) Ten new and revised forms were approved.

(2) Reviewed proposed Regulation on the Conflicts of Interest and recommended changes which will eliminate negative reports and eliminate the need for Deputy Directors and Operating Officials to issue implementing instructions.

(3) Evaluated the need for a paper collating machine in OSE, and determined that with such a piece of equipment production can be increased from the present rate of 2,000 pieces per hour to 3,000 pieces per hour.

(4) The Records Center received 81 cubic feet of inactive records. The Records Center has on hand 35,387 cubic feet of inactive records, 86% of the total capacity of the building.

(5) Completed a review of the Vital Materials Deposits made by DCR/SE with the result that two cafes of punch cards were destroyed.

b. Intangible

(1) Assisted the Printing Services Division in Vari-typing 14 forms which had been held by them for more than a month. This assistance was given in order to reduce the time lag in getting forms produced by the Printing Services Division.

2. Assignments - Active

a. Review of Records Control Schedule, DD/P.

b. Review of Records Control Schedule, Office of Personnel.

c. Review of Vital Personnel Records.

d. Review of Records Control Schedule, Office of General Counsel.

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e. Review of Records Control Schedule, OSI.

f. Forms Management Study, Printing Services Division.

g. Twenty-six new and revised forms in process.

h. Review of forms not ordered for over 18 months.

i. Review of requisitions for filing equipment - 9 approved; two returned for further coordination.

j. Installation of Shelf Filing, Biographic Register.

k. Preparation of Regulation and Handbook, Reports Management.

3. Assignments - Inactive

a. Installation of Subject-Numeric Filing System, Benefits and Casualty Division, OP.

b. Shelf File Installation, Office of Comptroller.

c. Shelf File Installation, Industrial Register.

d. Shelf File Installation, Space Layout and Equipment Study, CI/OA.

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25X1 Mgt/S/RMS fjm (6 Sep 57)

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